



DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

## Stop Work Order Appeal & Compliance Meeting Request

Under Title 12A, DC Municipal Regulations, § 114.11.1, you have the right to appeal the Stop Work Order (SWO) on your property. To exercise this right, you must complete and file this form within 15 calendar days after posting of the SWO. IF YOU DO NOT FILE THIS FORM WITHIN 15 DAYS, YOU LOSE THE RIGHT TO HAVE THE SWO REVIEWED BY AN INDEPENDENT COURT. You may mail, email, or hand-deliver this appeal to the SWO Reviewing Official:

### SWO Reviewing Official

Department of Consumer & Regulatory Affairs  
Inspections Division  
1100 4th Street, SW – Fourth Floor  
Washington, DC 20024  
Office: (202) 442-7867  
Email: [dcra.illegalconstuction@dc.gov](mailto:dcra.illegalconstuction@dc.gov)

After the receipt of your Stop Work Order Appeal and Compliance Meeting Request Form, you will be notified within three (3) days by email preferably, or by phone if no email has been provided, for the scheduled Stop Work Order Appeal and Compliance Meeting date. If you are unable to attend the meeting on that date, you will have to call the SWO Reviewing Official to reschedule the meeting date. The Reviewing Official has 10 calendar days from the date of the rescheduled hearing date to issue a decision.

If the Reviewing Official denies your appeal or takes no action within 10 days of receipt of your Stop Work Order Appeal and Compliance Meeting Request Form, you may appeal the matter directly to the Office of Administrative Hearings (OAH). You may file your appeal with OAH using the attached OAH SWO Appeal Form in person or mail it to the Clerk, Office of Administrative Hearings, One Judiciary Square, 441 4th Street, N.W., Washington, D.C. 20001-2714. Alternatively, you may fax the form to OAH at (202) 442-4789, or file electronically at [oah.filing@dc.gov](mailto:oah.filing@dc.gov).

**Please Note:** Under Title 12A, DC Municipal Regulations § 114.11.2, the filing of an appeal does not stay the effect of an SWO.

**No work may occur at the property without the written consent of the SWO Compliance Official. A Limited Authority to Work may be requested to secure and clean the property. Any person found at the property while the SWO is in force is subject to removal and/or arrest for trespassing.**

Address of Stop Work Order:		Date of Stop Work Order:
Owner's Name:		Owner's Phone:
Owner's Address:		Owner's Email:
Agent's Name:	Agent's Phone:	Agent's Email:
<b>To enter 1100 4<sup>th</sup> Street, SW and to participate in the SWO Appeal &amp; Compliance Meeting all participants must provide a government issued photo ID.</b>		
Owner's or Agent's Signature:		Date Request Form Submitted:

## Reasons for Appeal

- ☐ DCRA has incorrectly interpreted the true intent of the Construction Code or rules.
- ☐ The Construction Code provisions do not fully apply.
- ☐ An equally good or better form of construction will meet the intent of the Construction Code.

Other and/or further explanation:

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